

In order to register as a supply nursery practitioner or a teaching assistant you will need the following documentation:

- Original confirmation of a recent CRB Disclosure (within the last three months)

If you do not have proof of a CRB Disclosure that was issued in the last three months we can organise application for a new one. This process takes approximately three weeks. (See note below)

- Either current passport or driving licence (photocard type)

As many of the following as possible:

- Original birth certificate (and marriage certificate if appropriate)
 Paper driving licence
 P45/P60 statement

And one or two proofs of address, for example:

- Recent utility bill, credit card statement, bank statement, mortgage statement, insurance statement

In addition all of the following:

- Original certificate of childcare qualification from college
 Original certificates of any other current qualifications relevant to childcare (e.g. current first aid certificate)
 Confirmation that you have permission to work in the UK (foreign applicants only)
 Proof of NI number
 P 45 if available
 2 passport sized photographs

CRB Disclosure

The position you are applying for requires an Enhanced Disclosure.

Any applicant registering with Supply & Demand Recruitment Ltd and not in possession of a current CRB disclosure (i.e. more than three months old) must pay for this check to be completed.

The cost of an enhanced CRB Disclosure will be reimbursed when you have completed 60 hours as a supply nursery practitioner or teaching assistant within a three month period. Payment by cash or cheque, along with the other documentation necessary for CRB disclosure should be presented at time of application.